

Virginia Department of Criminal Justice Services

**2013 ONE TIME VEHICLE GRANT FOR SMALL LAW
ENFORCEMENT AGENCIES**

Application Guidelines

**Applications are due to DCJS in hard copy format on
Friday, August 3, 2012 by 4:30 p.m.**

**Virginia Department of Criminal Justice Services
1100 Bank Street
Richmond, VA 23219
June 29, 2012**

SUMMARY

The Virginia Department of Criminal Justice Services (DCJS) is committing available federal funds to a 2013 One Time Vehicle Grant for Small Law Enforcement Agencies program for the support of criminal justice activities in Virginia. DCJS will use federal grant funds to purchase six, new, fully outfitted, standard patrol sedans which will be awarded to Virginia law enforcement agencies through a competitive, need-based application process. The 2013 One Time Vehicle Grant for Small Law Enforcement Agencies solicitation is only open to Virginia law enforcement agencies that have ten or fewer full-time, certified officers.

Each award recipient will receive a new, white, standard patrol sedan that is fully equipped and road ready to include: emergency lights (bar lights and additional lighting), siren, spotlight, prisoner cage, and universal radio racks. Recipients will be responsible for painting the sedans, if desired, and for installing their agency radio systems, antenna(s), and markings within 60 days of vehicle pick up.

Using the DCJS forms linked under the “How to Apply” heading on page 3, applicants will submit:

- a DCJS 2013 One Time Vehicle Grant Application Form;
- a DCJS 2013 One Time Vehicle Grant Need Statement/Certification Form;
- the signature page of the Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, signed by the city, county, or town manager, or by the authorized college/university official;
- the signature page of the General Grant Conditions and Assurances, signed by the city, county, or town manager or by the authorized college/university official.

Applications are due to DCJS in hard copy format no later than Friday, August 3, 2012 by 4:30 p.m.

Applications will be reviewed by DCJS staff and the Law Enforcement Subcommittee of the Criminal Justice Services Board. Applications will be ranked based on eligible applicants’ significant and substantiated need for a new patrol vehicle. Final approval is at the discretion of the Criminal Justice Services Board.

DISCUSSION AND PURPOSE

DCJS is pleased to announce that federal funds from the U.S. Department of Justice, Bureau of Justice Assistance, Edward Byrne Memorial Justice Assistance Grant (JAG) program will be used for the 2013 One Time Vehicle Grant for Small Law Enforcement Agencies program.

DCJS usually does not permit grant applicants to request federal funds for the purchase of standard law enforcement equipment such as patrol vehicles, firearms, ammunition, and related equipment normally and routinely provided by a locality. The purchase and maintenance of standard law enforcement patrol vehicles is viewed by DCJS as part of a locality’s primary responsibility in maintaining its law enforcement agencies. However, for this solicitation DCJS will use available federal JAG funds to purchase and provide a patrol sedan to six, small Virginia law enforcement agencies that have significant need for them and limited financial resources to purchase them. Each of the six award recipients will receive a new, white, fully outfitted, standard patrol sedan.

Eligibility

Virginia law enforcement agencies that have ten or fewer full-time, certified officers may submit applications. One application per law enforcement agency may be submitted and one patrol sedan may be requested in an application.

Restrictions and Limitations

The following restrictions and limitations apply to this grant solicitation:

- only Virginia law enforcement agencies that have ten or fewer full-time, certified officers may submit an application
- one application per law enforcement agency may be submitted;
- one patrol sedan may be requested;
- award recipients will mark, equip, and put their grant-funded patrol sedans into operation within 60 days of vehicle pick up;
- applicants that have allocated and approved federal, state, and/or funds in their current budgets for the purchase of patrol vehicles are not eligible to apply for this grant.

HOW TO APPLY

Applications must be submitted using the DCJS forms that are linked in these guidelines. Please do not alter the formatting of these forms. Several blocks on the 2013 One Time Vehicle Grant Application Form have been completed for you. Please refer to the Grant Application Form Instructions linked [here](#) for additional information.

Use the DCJS forms linked below to complete your application. Submission of a complete application is essential and must include the following documents:

1. a [DCJS 2013 One Time Vehicle Grant Application Form](#);
2. a [DCJS 2013 One Time Vehicle Grant Need Statement/Certification Form](#);
3. the signature page of the [Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#), signed by the city, county, or town manager, or by an authorized college/university official;
4. the signature page of the [General Grant Conditions and Assurances](#), signed by the city, county, or town manager or by an authorized college/university official.

Items 3 and 4 above are required by DCJS and the federal government. Failure to include the signature pages of these two forms with the application delays the grant review process and may disqualify the applicant.

On the DCJS 2013 One Time Vehicle Grant Need Statement/Certification Form, applicants must:

- provide requested patrol vehicle fleet information;
- thoroughly substantiate the need for a patrol sedan;
- clearly describe how a new patrol sedan will significantly benefit law enforcement services to the community;
- certify that the applicant has ten or fewer full-time, certified law enforcement officers;
- certify that the applicant has not allocated and approved funds in its current budget for the purchase of law enforcement patrol sedans;
- certify that the applicant has sufficient funds in its current budget to equip, put into operation within 60 days of vehicle pick up, and maintain a grant-funded patrol sedan.

Technical Assistance

For technical assistance, applicants may contact:

Kenny Adcock, 804.786.3923, Kenneth.adcock@dcjs.virginia.gov or, after July 13, Kathi Lee, 804.786.4303, Kathleen.lee@dcjs.virginia.gov.

Deadline

Applications in hard copy format must be received by **DCJS no later than 4:30 p.m. on Friday, August 3, 2012.** Applications received after the deadline or via facsimile or electronic submission **will not be considered.**

Application Review

DCJS staff will review grant applications and forward their recommendations to the Law Enforcement Subcommittee of the Criminal Justice Services Board (CJSB) which, in turn, will present its recommendations to the CJSB at the September 13, 2012 Board meeting. Final approval is at the discretion of the Board.

MAILING ADDRESS

Applications in hard copy format must be received by **DCJS no later than 4:30 p.m. on Friday, August 3, 2012.** Submit one (1) **original and three (3) complete copies (4 in total)** of your application to:

Virginia Department of Criminal Justice Services
Office of Grants Management
1100 Bank Street - 12th Floor
Richmond, VA 23219